

COMMITTEE TERMS OF REFERENCE

- Committee Name: Victoria Fair Trade Committee (“the Committee”)
- Type: Standing
- Purpose: The Committee will be formed to ensure the continued commitment to the Victoria Fair Trade town designation.
- The Committee will work with Fairtrade Canada to ensure all the requirements for the Fair Trade Town designation is maintained.
- Membership: The Committee will maintain a balanced membership of volunteers and representatives from affiliated organizations and municipality council or staff.
- Reporting: The Committee will ensure that all reporting is completed annually to meet the requirements of Fairtrade Canada to maintain this status of Victoria as a Fair Trade Town. Reporting is due by July 1st.
- Meetings: The Committee must meet a minimum of twice per year to discuss annual goals and to assess progress.
- Delegation: The Committee may delegate some of the tasks of maintaining the Fair Trade Town designation to a working committee who will undertake all the requirements and report directly to the Victoria Fair Trade Committee. This committee will be called the Victoria Fair Trade Working Committee.